

The SHR Quarterly

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Letter From Your Human Resources Director

Holiday Greetings!

Despite state budget challenges that resulted in greater scrutiny of requests to fill positions, it is with great pride that I inform you that your State Human Resources (SHR) staff has kept DMA's state workforce fully staffed in 2010. Department of Administration (DOA) approvals were required this year to fill any permanent, project, or LTE positions. Successfully passing through DOA's "Centralized Review Process" in 2010 were 74 permanent, 5 project, and 35 LTE positions. Only few delays were experienced and we ultimately achieved a 100% approval rate.

Our workforce is growing too! We received authority for nine (9) new positions at the 128th ARW, seven (7) new positions at Volk Field, ten (10) new positions in WEM, and two (2) new positions at JFHQ. Putting these on top of a normal 20% turnover rate, you can see that recruitment activity is high and that DMA is thriving!

This year we welcomed to SHR a new Risk Manager/Safety Officer, Tracie Taylor, and a new HR Assistant, Paul Stahmer. We also sadly say goodbye to Cathy Johnson. See the "SHR Departures and Arrivals" article in this newsletter for more information.

We look forward to working with you all in 2011! It remains a privilege to serve all of you, our customers.

Happy Holidays to you and all your family and friends.

Best Regards,

Lynn E. Boodry, Director
State Human Resources



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Employee Contributions to Retirement

For 2011 there will be an employee contribution to the retirement fund. Permanent and project employees in the general retirement category will pay .2% (up from 0% in 2010) and those in the protective retirement category (primarily security and fire/crash) will pay .8% (up from .5% in 2010). LTE's in the general retirement category will pay 2.5% (up from 2.2% in 2010) and those in the protective retirement category (primarily security and fire/crash) will pay .8% (up from .5% in 2010).

This change will apply to all WRS earnings effective December 19, 2010, and the first deduction will be taken from the paycheck dated January 13, 2011. To calculate what the deduction will be, permanent or project employees should multiply your biweekly earnings by .002 if general or .008 if protective. If LTE, multiply your biweekly earnings by .025 if general or .008 if protective.

Background: In June 2010 the Department of Employee Trust Funds set the WI Retirement System (WRS) rates for 2011. The Benefit Adjustment Contribution (BAC) rate for general employees was raised to 1.5% and the employee required contribution for protective employees was raised to 5.8%.

The non-represented compensation plan and collective bargaining agreements limit the employer's payment of the BAC for permanent and project general employees to 1.3% (0% for LTE's) and the employer's payment of the employee required contributions for protective employees to 5% (4% for LTE's). Therefore, employees must pay the difference.

"We Make a living by what we get, but we make a life by what we give." - Winston Churchill



Inside this issue:

SHR Departures and Arrivals

It is with a sad heart that SHR says goodbye to Cathy Johnson our current Payroll and Benefits Specialist, who will be leaving us at the end of the year. Fortunately for all of us at DMA Cathy will only be moving just down the hall to SBF, where she has accepted the position of Financial Specialist 3. Everyone on the SHR staff would like to thank her for the 14 years of exceptional service she provided to SHR.

We would also like everyone to please welcome Paul Stahmer to DMA as our new Human Resources Assistant. He comes to us with a B.B.A. in Human Resource Management from UW-Whitewater, and we know that he will help maintain the level of service you have come to expect from SHR.

Finally last but not least, please welcome Tracie Taylor to DMA as our new Risk Management Officer. Tracie comes to us from the Department of Health Services. She brings with her a background in Risk Management, Safety, and Insurance. Tracie's office is located in Room 221. Stop by and introduce yourself if you haven't already met.

Letter From HR Director

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VACATION CARRYOVER

Remember to use your Personal Holiday and Saturday/Legal Holiday hours (as applicable) by December 31, 2010 so you don't lose them! This includes employees on probation. Under most circumstances employees may carry over up to 40 hours of annual leave into 2011 but it must be used by June 30th or will be forfeited. Up to 40 hours of annual leave for eligible employees will automatically carryover into 2011. Fire/Crash Rescue employees (because of their 56-hour work week) will automatically carry over up to 56 hours of annual leave, to be used by June 30, 2011 or forfeited.

**Dress for the Weather**

Wear several layers of loose fitting, lightweight, warm clothing rather than one layer of heavy clothing. The outer garments should be tightly woven and water repellent.

Wear mittens, which are warmer than gloves.

Wear a hat.

Cover your mouth with a scarf to protect your lungs.

Place a winter emergency kit in each car that includes:

- Shovel
- Windshield scraper and small broom
- Flashlight
- Battery powered radio with extra batteries
- Water and snack food
- Matches
- Extra hats, socks and mittens
- First aid kit with pocket knife and necessary medications
- Blankets, tow chain or rope, road salt and sand, booster cables, emergency flares, and fluorescent distress flag

Inclement Weather

State employees are reminded that procedures have been established concerning treatment of work time that might be lost due to severe weather conditions.

State offices may be closed to the public due to inclement weather, but they will not be closed to state employees unless specifically ordered by the Governor. When offices are closed to the public, employees will be allowed to leave early or not report to work as provided for under their respective labor agreements or personnel rules. Any lost time should be accounted for in accordance with the applicable agreements and rules. Generally, employees must work, use paid leave (excluding sick leave), make arrangements with their supervisor to make up the lost time (normally, must be within the same work week as when the time was lost), or use leave without pay (subject to Federal Fair Labor Standards Act).

If the Governor closes state offices to the public and employees, it will be clearly stated in the Governor's order and any press release. In such cases, employees should refer to the appropriate labor agreement provisions or personnel rules regarding time off.

Check Your Mailing Address!

Do you ever look at the address printed on your check stub? Your address is used for a number of very important items such as your health insurance, ETF retirement benefits, and the W-2 mailing in January.

If you notice that the address on your check/advice stub still shows where you previously lived, or is incorrect, please notify DMA Payroll for the appropriate paperwork so that your mail follows you!

Termination/Sabbatical Leave

For those eligible employees who chose to convert unused vacation to Term/Sabbatical leave and/or cash payout, remember that you will first see the vacation deducted as "used" before you see it added to your Term/Sabbatical account. If you chose to receive a cash payout, it will be on your check dated December 30, 2010.

Your SHR Staff

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